Office of Montana Secretary of State
Linda McCulloch
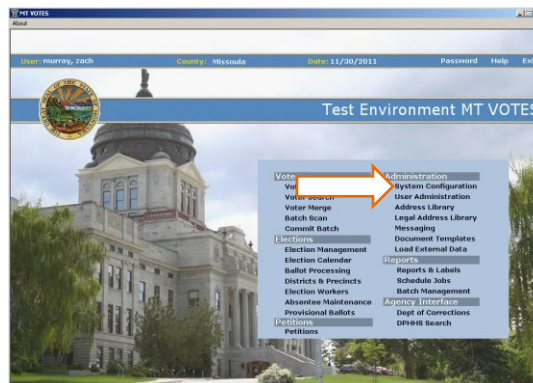
National Voter Registration Act (NVRA)
MT Votes Process

MT Votes Process –

NVRA

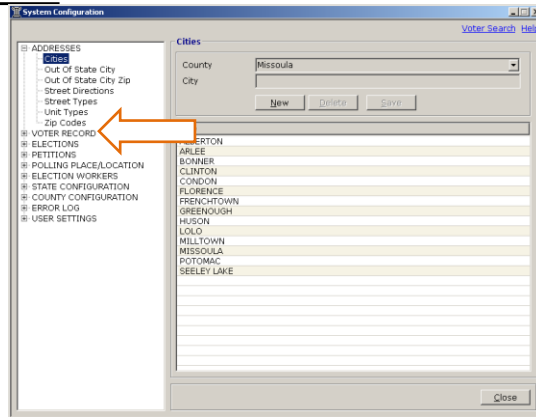The following steps will outline the process for working through the NVRA process in MT Votes.

Click on System Configuration to begin.

Office of Montana Secretary of State Linda McCulloch

2

NVRA
System Configuration

Click on <u>Voter Record</u> to locate the NVRA Process screen.
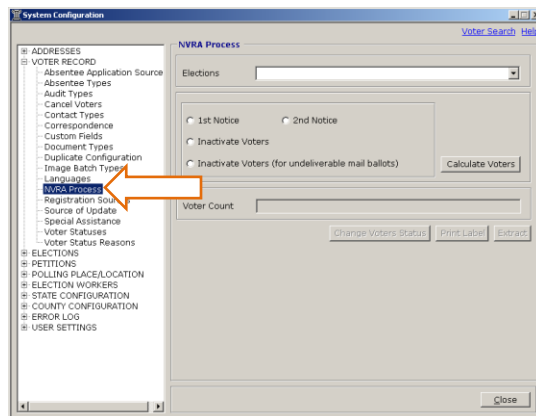

12.2011 zrm

Office of Montana Secretary of State Linda McCulloch

3

NVRA -
System Configuration
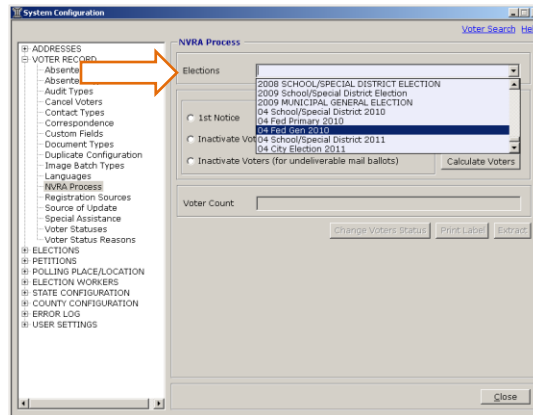
Click on <u>NVRA Process</u>

12.2011 zrm

Office of Montana Secretary of State Linda McCulloch

4

NVRA
Election

To begin you will need to choose the Federal Election you are working off of from the Elections Drop Down box.

12.2011 zrm

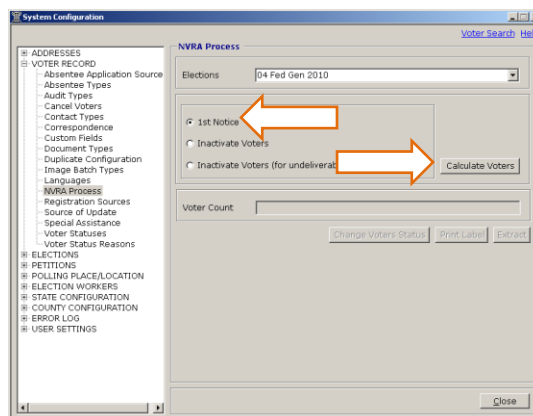Office of Montana Secretary of State Linda McCulloch

5

NVRA
1st notice

Once the appropriate election has been chosen you will need to choose the option for 1st notice.

When ready, click Calculate Voters to continue.

12.2011 zrm

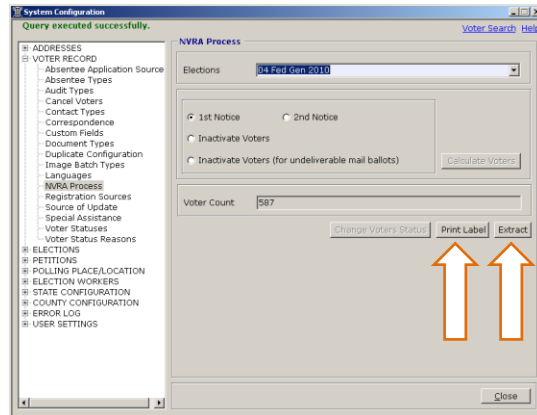Office of Montana Secretary of State Linda McCulloch

6

NVRA
Print\Extract Labels

The voter count will display, indicating the number of voters identified for the 1st NVRA notice.

You will now need to print mailing labels or extract the information.
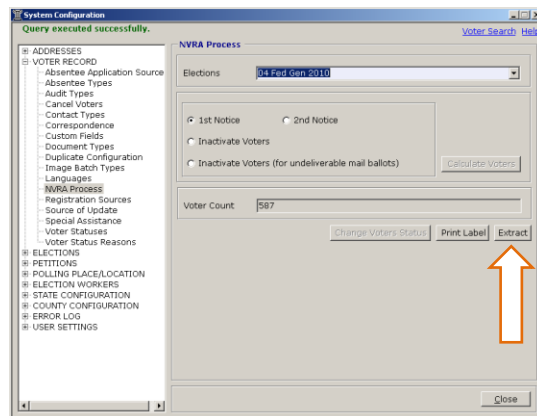
Slides 28 - 41 will outline each option.

NVRA
Extract

Extracting the information will create a text based spreadsheet containing information for each voter.
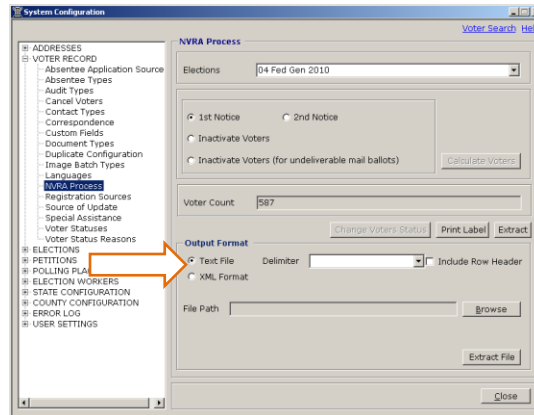
Click the Extract button to begin.

NVRA

Extract

The Output Format options will now display.

Choose the output format. Either TXT or XML.

For this example we will extract a Text File.

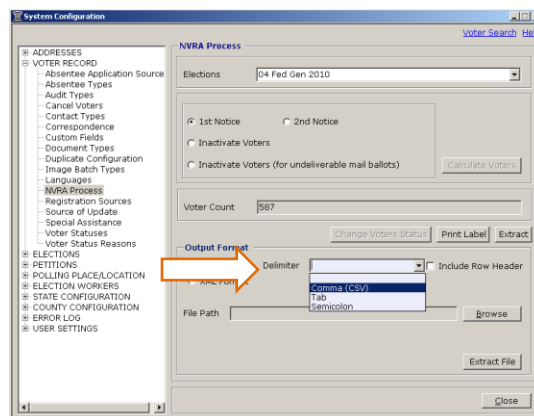Office of Montana Secretary of State Linda McCulloch

NVRA

Extract

Next you must choose a Delimiter from the dropdown box.

Options include:
Comma (CSV)
Tab
Semicolon

This will determine how each record will be separated in the generated text file.

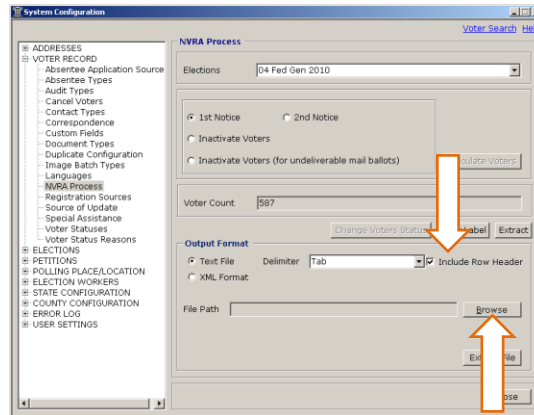Office of Montana Secretary of State Linda McCulloch

NVRA

Extract

Checking the box for Include Row Header while cause a descriptive header for each field.

Click Browse to continue, which will allow you to select the file path location where you would like to save the extracted document to.

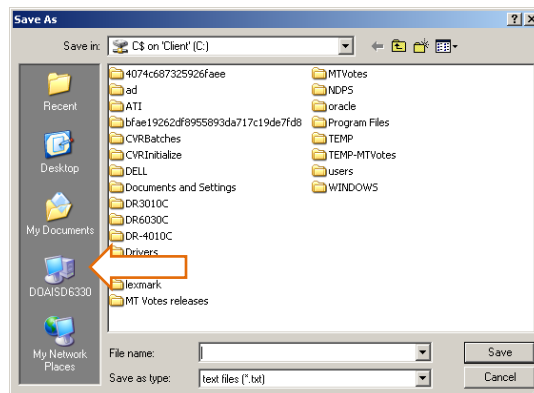Office of Montana Secretary of State Linda McCulloch

NVRA

Extract

A Save As window will display.

This is set to default to your C: drive.

If the save location does not look familiar click on the DOAISD6330 icon to see a list of all available drives.

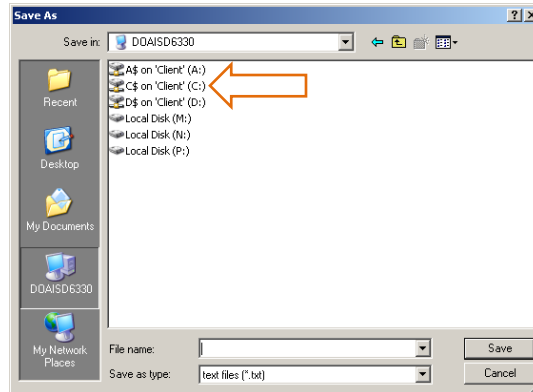Office of Montana Secretary of State Linda McCulloch

NVRA

Extract

Never choose to save to a disk showing as Local. These are local to the remote server running the MT Votes system and not your PC.

Choose C$ on 'Client' (C:) to access your local hard-drive.
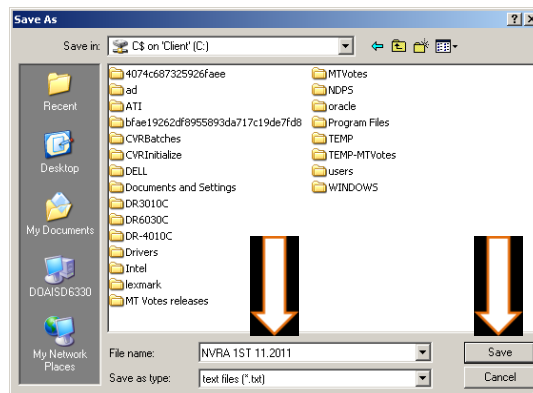
NVRA

Extract

Verify that the contents of the chosen drive are familiar.

Choose any location within this drive to save the file to.

Enter in a unique and descriptive file name.

Click Save.
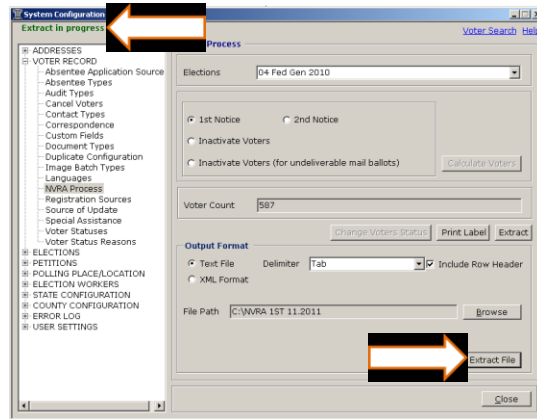
The window will close automatically.

NVRA

Extract

You will automatically return to the NVRA Process Screen.

Verify that all selections under Output Format are accurate.

Click Extract File.

The Extract in progress confirmation will display at the top of the screen.
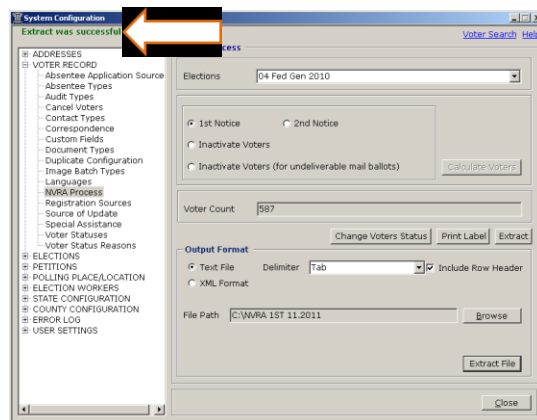

12.2011 zrm   Office of Montana Secretary of State Linda McCulloch   15

NVRA

Extract

Once MT Votes has finished processing the requested extract you will receive an Extract was successful confirmation at the top of the screen.
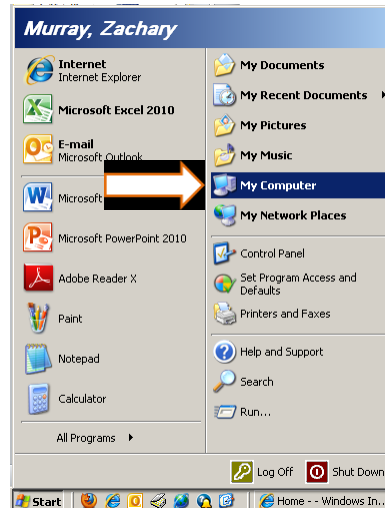

12.2011 zrm   Office of Montana Secretary of State Linda McCulloch   16

NVRA
Locating Extracted File

To locate the extracted file click on your <u>My Computer</u> Icon, which may be located on your desktop or in your start menu.
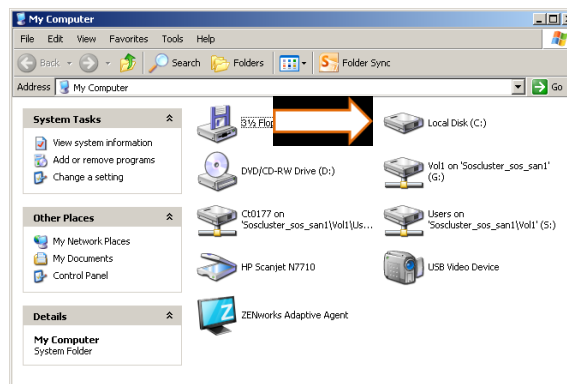
NVRA
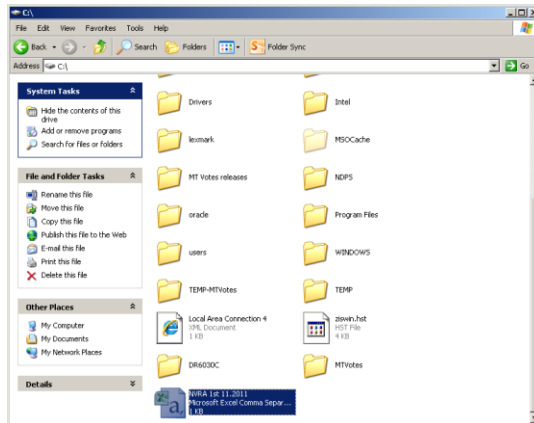## Locating Extracted File

Click on your C: drive.

NVRA
Locating Extracted File

If you saved the file directly to the C: drive it should display at the bottom of the window.

Double click the file to open.

Once opened, you can use the save-as option to save the file to any other location you would like.
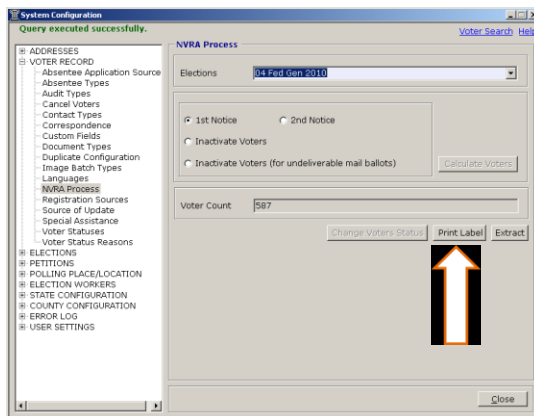
NVRA
Print

As an alternative to extracting the voter data you can choose to print pre-formatted, barcoded, mailing labels.
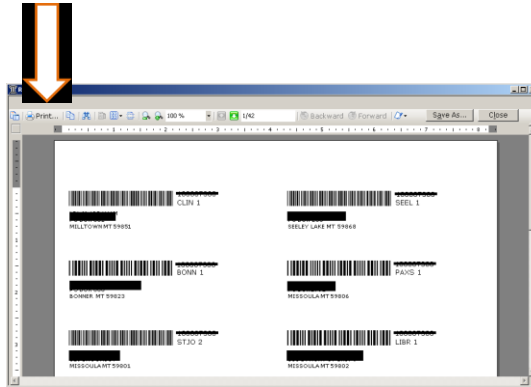
Click Print Label to begin.

NVRA

Print

A label report will be generated, which contains the following information for each voter:

Name | Address | Voter ID | Precinct

When ready Click Print.

Be sure to select your preferred printer and paper type.
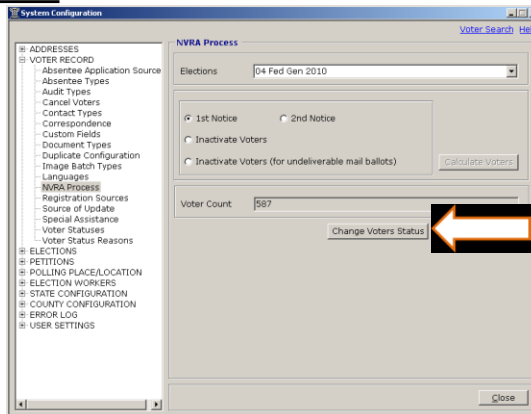
Close the report when finished.

NVRA

Change Voters Status

Once you have printed labels or extracted the corresponding information, you will then have the option to change the identified voters to an Active – 1st NVRA status.
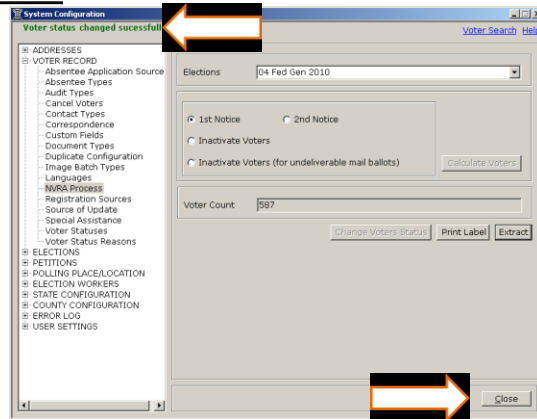
Click Change Voters Status.

NVRA

Change Voters Status

The identified voters will have their status changed automatically.

A confirmation message will display when the process has finished.

Click <u>Close</u> when finished.

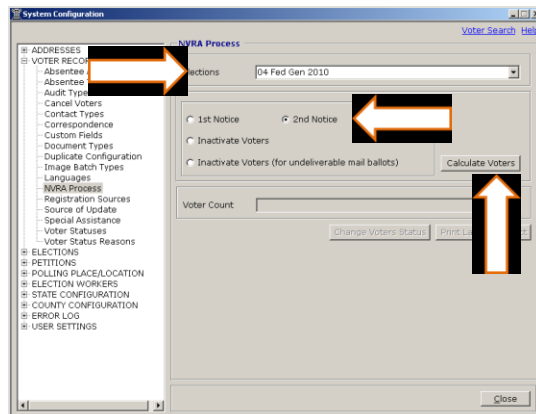Office of Montana Secretary of State Linda McCulloch

23

NVRA

2nd Notice

When you are ready to process NVRA 2nd notices you will first return to the NVRA Process screen within System Configuration.

Choose the same federal election but choose <u>2nd notice</u> this time.

Click <u>Calculate Voters.</u>

12.2011 zrm
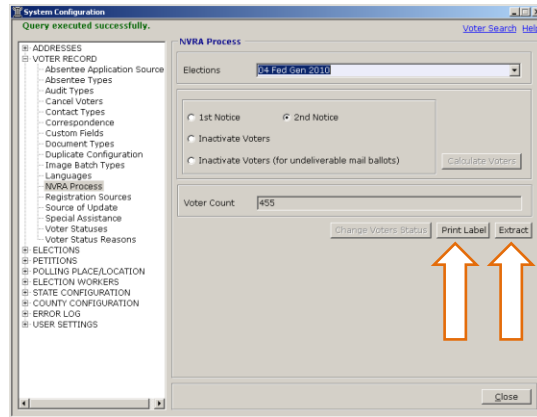Office of Montana Secretary of State Linda McCulloch

24

NVRA
Print/Extract Labels

A voter count will display, indicating the number of voters determined to qualify for NVRA 2nd Notice.

Decide if you would prefer to Print Labels or Extract voter information.

Follow the steps outlined in slides 28 – 41 to print or extract labels.

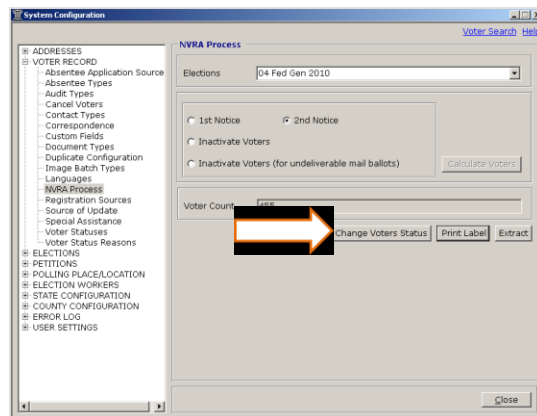12.2011 zrm   Office of Montana Secretary of State Linda McCulloch   25

NVRA
Change Voters Status

Once your labels have been printed or extracted you will then need to change the voters status to Active – 2nd NVRA.

Click Change Voters Status

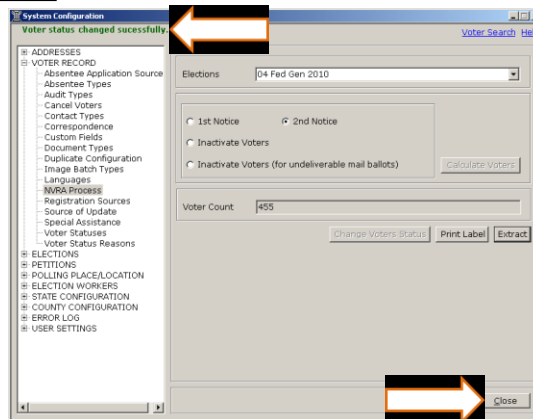12.2011 zrm   Office of Montana Secretary of State Linda McCulloch   26

NVRA
Change Voters Status

The process will run and a confirmation message will display at the top of the page.

Click Close when ready.

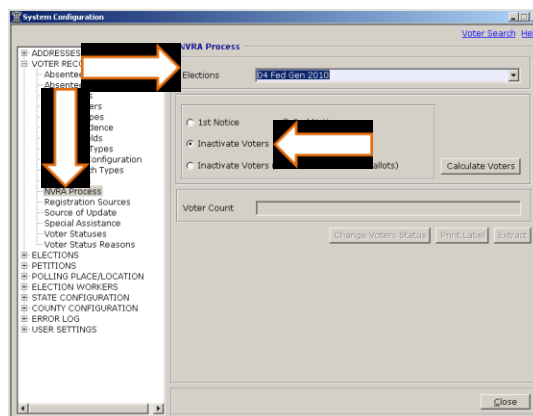Office of Montana Secretary of State Linda McCulloch   27

NVRA
Inactivate Voters

When you are ready to inactivate unresponsive voters you will first return to the NVRA Process screen within System Configuration.

Choose the same election, but select the option to Inactivate Voters.

Click Calculate Voters.

Office of Montana Secretary of State Linda McCulloch   28

NVRA
Print\Extract Labels

The voter count will display all NVRA identified voters that will be inactivated.
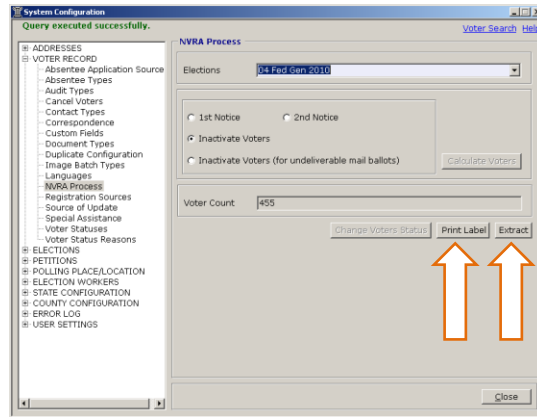
As in previous steps you will have to decide to Print Labels or Extract voter information.

Follow the steps outline in slides 28 – 41 to print or extract labels.

12.2011 zrm
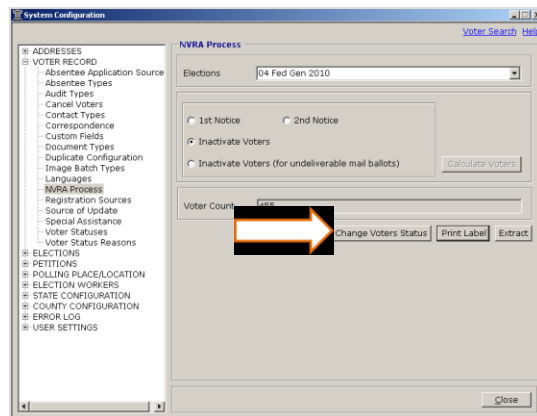
Office of Montana Secretary of State Linda McCulloch

29

NVRA
Change Voters Status

When ready, Click Change Voters Status to change the identified voters from Active – 2nd NVRA to Inactive status.

12.2011 zrm

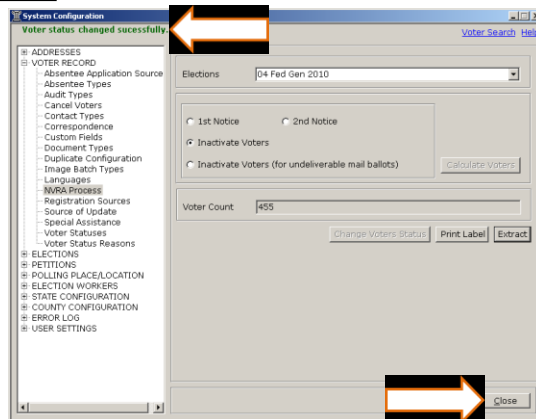Office of Montana Secretary of State Linda McCulloch

30

NVRA
Change Voters Status

The process will run and a confirmation message will display at the top of the page.
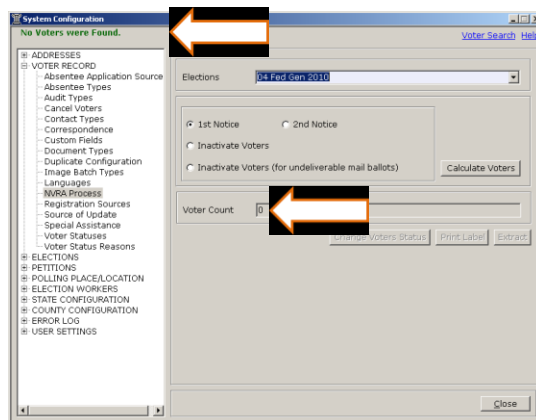
Click <u>Close</u> when ready.

NVRA
Verification

If at any point you are uncertain as to which steps you have completed you can return to NVRA process and attempt to start over.

Any steps already completed will return a Voter Count of 0.

As always, please feel free to contact the Help Desk, at 1-866-541-6767, with any further questions you have.

Office of Montana Secretary of State Linda McCulloch